



# MILLCREEK TOWNSHIP

## COMMUNITY RELATIONS AND SUSTAINABILITY

### MILLCREEK TOWNSHIP (ERIE COUNTY, PA)

#### ANNUAL RECYCLING REPORT

Please find the Annual Recycling Report form (FM-11 or FM-12) for the time period **January 1 - December 31, 2023**, enclosed with this letter. **Pennsylvania Law (Act 101 of 1998)** and **Millcreek Township Code, Chapter 110, Solid Waste & Recycling** requires that all businesses collecting, hauling, backhauling, and disposing of recyclables within Millcreek Township are obligated to maintain complete records (i.e. weight slips, bill of sale, etc.) and return the necessary report forms in order for the Recycling Department to prepare state-mandated recycling reports and for the purpose of obtaining Performance Grant funding. The **Section 904 Performance Grant** is based on the total tons recycled and the township's recycling rate. In essence, the more our residents and commercial establishments recycle, the more funding Millcreek is able to put back into improving its recycling program. After reviewing the attached form, please complete the appropriate spaces with tonnages collected or recycled by your facility for the **2023** calendar year.

If your business **DID NOT** engage in gathering, collecting, and disposing of municipal waste and/or recyclables within Millcreek Township from residential entities (mobile home parks, condominiums, and apartment dwellings) or commercial businesses (industrial, institutional, or retail establishments), please enter **0 (zero)** on the report along with your signature and date before returning to the Millcreek Township Recycling Department. Also, a detailed list of your serviced accounts or stores is **MANDATORY** for the reports that the Township is required to send to the County and State. Your report to us will remain confidential, as always.

**REMINDER- DO NOT** subtract **processing residue** rates before entering your tonnages on the forms that follow. Instead, enter the **GROSS WEIGHT** of all material and attach a **LEGIBLE WEIGHT TICKET** from your recycler. PA DEP has a formula it will use to subtract processing residue.

Complete the enclosed forms and email back to [jstutzman@millcreektownship.com](mailto:jstutzman@millcreektownship.com) or mail back to the Recycling Department at the address listed at the bottom of this letter. Completed forms must be received by **February 1, 2024** in order to comply with the state deadline. We hope to continue improving our recycling rate each year and appreciate your timely response. If you have any questions pertaining to this letter or the attached form, please do not hesitate to contact me.

Respectfully,

Jessica Stutzman

Millcreek Township Director of Community Relations and Sustainability

[jstutzman@millcreektownship.com](mailto:jstutzman@millcreektownship.com)

814-833-1111 ext. 317